



New Facility Handbook

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INTRODUCTION

The Kansas Meat and Poultry Inspection Act governs the meat and poultry inspection program of the Kansas Department of Agriculture. The regulations which state inspected plants must follow included in this handbook are reproduced from the Kansas Meat Inspection Regulations Handbook and the code of Federal Regulations, Title 9, Parts 200 to the end. The purpose of this handbook is to provide guidance for the regulatory requirements of sanitation and the design and construction of meat and poultry slaughter and processing plants. To offer further explanation of each regulatory requirement, included are commentaries reflecting the experience of inspection and industry personnel.

The Kansas Meat Inspection Act, as amended by the legislature in 2003, applies to livestock (cattle, buffaloes, sheep, swine, goats, domesticated deer, all creatures of the ratite family that are not indigenous to this state, including but not limited to ostriches, emus and rheas or horses, mules or other equines), domestic rabbits and poultry, or the meat or meat products of poultry or poultry products thereof, which are capable of use as human food and which may be brought into any slaughtering, canning, salting, packing or similar establishment where inspection under this act is maintained. Livestock shall not include buffalo or domesticated deer slaughtered for sport or recreational purposes.

As described in K.S.A. 65-6a34, registration and annual fees must be made with the secretary for persons engaging in business, in or for intrastate commerce, as a meat broker, animal food manufacturer, wholesaler, public warehouseman or operate a packing house, sausage plant, poultry packing plant, slaughterhouse or poultry dressing plant. According to K.S.A. 65-6a27, of the Kansas Meat and Poultry Inspection Act:

(a) It shall be a violation of this act for any person:

- (1) To slaughter any livestock, domestic rabbits or poultry, except in compliance with this act;*
- (2) To prepare any meat, meat food product, poultry or poultry product which is capable of use as human food, at any establishment preparing such products, except in compliance with the requirements of this act;*
- (3) To do, with respect to any meat, meat food product, poultry or poultry product which is capable of use as human food, any act, while being distributed or transported or while being held for sale after such distribution or transportation, which has the effect of causing such products to be adulterated or misbranded; or*
- (4) To engage in a business specified in subsection (a) of K.S.A. 65-6a34 and amendments thereto or engage in business or operate a packing house, sausage plant, poultry packing plant, slaughterhouse or poultry dressing plant unless such person is currently registered with the secretary in accordance with the provisions of K.S.A. 65-6a34 and amendments thereto and has paid the fees required for the current calendar year as required by that section.*

(b) It shall be a violation of this act for any person to sell, offer or expose for sale or to distribute or transport:

- (1) Any carcass or part thereof which is capable of use as human food, or any meat, meat food product, poultry or poultry product which is adulterated or misbranded; or*
- (2) Any carcass or part thereof which is capable of use as human food, or any meat, meat food product, poultry or poultry product, which is required to be inspected under the provisions of*

this act, unless such products have been so inspected and passed.

SANITATION PERFORMANCE STANDARDS AND SANITATION STANDARD OPERATING PROCEDURES

The Kansas Department of Agriculture is adopting FSIS' new food safety strategy, by moving away from a command and control methodology toward a more flexible regulatory approach based on Hazard Analysis and Critical Control Point (HACCP) philosophy and performance standards. Performance standards set the results to be achieved but not the specific means used to achieve those results. Though establishments can use different and varying means to meet the performance standards—the required results must always be the same: establishments must prevent insanitary conditions that could lead to adulterated product. Performance standards are results-oriented. Performance standards provide flexibility allowing innovation and the discovery of new ways and technologies for achieving desired results. Further, performance standards more clearly differentiate between inspection's responsibility and the establishments. Performance standards neither lessen inspection's authority nor weaken the statutory and regulatory requirements that official meat and poultry establishments must meet to maintain sanitary conditions.

The Kansas Meat & Poultry Inspection Act establishes that a meat or poultry product is adulterated if it has “been prepared, packed, or held under insanitary conditions whereby it may have become contaminated with filth, or whereby it may have been rendered injurious to health.” When Inspection personnel inspect the grounds, facilities, and equipment at meat and poultry establishments, they are looking for these insanitary conditions. To determine whether conditions in or around an establishment are insanitary, inspection program personnel must ask the question posed by the Act: “Could these conditions cause product to be contaminated with filth or cause product to be unsafe?”

There are so many ways that insanitary conditions can cause product to be adulterated that they cannot all be listed. Instead, this guidance explains the intent of the sanitation regulations and gives examples of some of the ways inspection program personnel can determine whether a meat or poultry establishment is operating under insanitary conditions.

Inspected establishments must meet two sets of regulations concerning sanitation: The Sanitation Standard Operating Procedures (Sanitation SOP) requirements and the Sanitation Performance Standards (SPS). Under the Sanitation SOP requirements, each establishment must develop, implement, and maintain written procedures for the actions it takes daily, before and during operations, to prevent product from being directly contaminated and adulterated. An establishment's Sanitation SOP typically covers the scheduled, daily pre-operational and operational cleaning and sanitation of equipment and surfaces that may contact product directly. The SPS regulations cover all the other aspects of plant sanitation that can affect food safety, e.g., pest control, adequate ventilation and lighting, and plumbing systems. Keep in mind that these two sets of regulations overlap somewhat in the plant activities they cover. Also, some establishments may address certain sanitation problems within their HACCP plans.

SANITATION PERFORMANCE STANDARDS

§ 416.1 General rules

Each official establishment must be operated and maintained in a manner sufficient to prevent the creation of insanitary conditions and to ensure that product is not adulterated.

Proper sanitation is a fundamental requirement under both the Federal Meat Inspection Act (FMIA) and the Poultry Products Inspection Act (PPIA) and the Kansas Meat & Poultry inspection Act. Meat and poultry products produced, packed, or held under insanitary conditions, where they may have become contaminated with filth or may have been rendered injurious to health, are adulterated.

§ 416.2 Establishment grounds and facilities

(a) Grounds and pest control. The grounds about an establishment must be maintained to prevent conditions that could lead to insanitary conditions, adulteration of product, or interfere with inspection by FSIS personnel. Establishments must have in place a pest management program to prevent the harborage and breeding of pests on the grounds and within establishment facilities. Pest control substances used must be safe and effective under the conditions of use and not be applied or stored in a manner that will result in the adulteration of product.

Grounds

Proper maintenance of the grounds about an establishment is essential for ensuring good sanitation. Inspectors will request written designation of the official premises boundaries (FSIS Directive 7640.1, *Inspection Duties Related to Facilities and Equipment, and Plant Operated Quality Control Programs*; <http://www.fsis.usda.gov/OPPDE/rdad/FSISDirectives/7640-1Amend1.pdf>). Inspectors may use this information as reference when inspecting establishment grounds. Establishments should keep in mind, however, that they are responsible for preventing the adulteration of product even if the cause of the adulteration originates from conditions outside the designated boundaries of the establishment.

Pest Control

Proper maintenance of the grounds about an establishment is essential for ensuring good sanitation. The pest management program does not have to be written. FSIS no longer requires the prior approval of pesticides because prior approval is contrary to the HACCP philosophy where establishments are responsible for identifying hazards and establishing critical controls. These performance standards establish that it is the establishment's responsibility for the safe and effective use and storage of pesticides. The regulations require that documentation substantiating the safety of other chemicals, including pesticides, be made available for inspection to review (416.4 (c)). In most cases the document record will be the "Material Safety Data Sheet."

The FSIS regulations in 9 CFR 416.2 to 416.5 set forth more specific performance standards that each official establishment must meet to prevent the creation of insanitary conditions that could cause the adulteration of meat and poultry products. These regulations provide the sanitation standards the establishment must meet for the Federal or State mark of inspection to be applied to its products. Some of the SPS regulations address conditions within or around the establishment (e.g.,

ventilation, lighting, facility and equipment construction, and maintenance of the grounds). Other SPS address establishment operations and so may be met by an establishment through its Sanitation SOP (e.g., sanitizing of food contact surfaces) or its HACCP plan (e.g., water reuse).

§ 416.2(b) Construction

(1) Establishment buildings, including their structures, rooms, and compartments must be of sound construction, kept in good repair, and be of sufficient size to allow for processing, handling, and storage of product in a manner that does not result in product adulteration or the creation of insanitary conditions.

(2) Walls, floors, and ceilings within establishments must be built of durable materials impervious to moisture and be cleaned and sanitized as necessary to prevent adulteration of product.

(3) Walls, floors, ceilings, doors, windows, and other outside openings must be constructed and maintained to prevent the entrance of vermin, such as flies, rats, and mice.

(4) Rooms or compartments in which edible product is processed, handled, or stored must be separate and distinct from rooms or compartments in which inedible product is processed, handled, or stored, to the extent necessary to prevent product adulteration and the creation of insanitary conditions.

The establishment buildings must be sound and kept in good repair to prevent insanitary conditions or the adulteration of product. Establishments currently maintaining sanitary conditions will not be required to make changes to their construction or layout because of this performance standard.

Some examples of noncompliance with these standards commonly reported by inspectors are listed below. They are not all inclusive; they represent noncompliance only with the performance standards in 416.2(b), provisions (1) through (3).

- Doors not closing tightly allowing the entrance of vermin, dirt, or dust;
- Holes in ceilings or windows allowing the entrance of vermin, dirt, or dust;
- Scaling rust or scaling paint in edible areas on ceilings or walls;
- Walls in production area have mold growth.

Establishments can process, handle, or store edible and inedible product in the same room as long as they are separated by time or space, in a manner sufficient to prevent the adulteration of the edible product or the creation of insanitary conditions.

§ 416.2(c) Light

Lighting of good quality and sufficient intensity to ensure that sanitary conditions are maintained, and that product is not adulterated must be provided in areas where food is processed, handled, stored, or examined; where equipment and utensils are cleaned; and in hand-washing areas, dressing and locker rooms, and toilets.

FSIS has abolished the specific lighting requirements in the poultry regulations and have combined the separate meat and poultry lighting requirements into one performance standard. While FSIS is giving establishments flexibility in determining lighting requirements, lighting must be adequate in quality and well distributed to allow for the monitoring of sanitary conditions and processing conditions, and to examine product for evidence of adulteration. FSIS is not rescinding the lighting requirements for inspector and reprocessing stations (sections 307.2 and 381.36).

Establishments should keep in mind that their lighting should be sufficient not only to allow their own employees to maintain sanitation and prevent product adulteration, but also to allow inspection personnel to verify that conditions are sanitary, and product is not adulterated. This does not mean, however, that lighting sufficiency is to be determined subjectively, by the inspector. Establishments must determine which intensities and qualities of light are appropriate in different processing environments. KDA will direct its inspection personnel to make judgments accordingly.

§ 416.2(d) Ventilation

Ventilation adequate to control odors, vapors, and condensation to the extent necessary to prevent adulteration of product and the creation of insanitary conditions must be provided.

Inspection does not expect that an establishment's ventilation will be able to completely eliminate all odors, vapors, and condensation but it must control them as far as necessary to prevent adulteration of product or the creation of insanitary conditions.

In regard to condensation, keep in mind that some forms are unavoidable and acceptable within a food processing environment, since they will neither adulterate product nor create insanitary conditions. Other forms of condensation are expected, but must be controlled by the establishment, and others are unacceptable at any time. Examples of different types of condensation and corresponding inspection responses:

SITUATIONS INVOLVING CONDENSATION IN WHICH NO ACTION IS REQUIRED

In certain situations, condensation within an official establishment has no effect on product safety, sanitary conditions, or inspection. If inspection program personnel determine that such a situation exists, no action is necessary by him/her or the establishment. Some examples:

- Condensation forms on the underside of a stainless-steel vessel lid during cooking.
- The packaging of packaged entrees or soups comes into contact with condensation which has formed as a result of freezing operations.
- Condensation forms on the wall or ceiling of a loading dock where canned products are stored in wrapped boxes on pallets. (Although this situation may not threaten product safety or impede inspection, establishments should avoid allowing excessive condensation to form anywhere food is processed or stored.)

SITUATIONS IN WHICH CONDENSATION IS EXPECTED AND CONTROLLED BY THE OFFICIAL ESTABLISHMENT

In other situations, establishments expect condensation to form as a result of certain operations and take action to ensure that the condensation does not adulterate product or create insanitary conditions. Such actions must be documented in the establishment's Sanitation Standard Operating Procedures (Sanitation SOP's). Most often, establishments will control such condensation by cleaning and sanitizing, on a daily or as-needed basis, the surface(s) where the condensation is expected to form. Examples of such surfaces include:

- The inside or outside of stainless production chutes.
- Ceilings over open kettle cooking areas and over poultry chill vats.
- The outside of stainless-steel ice vats or ice chutes in chill areas.

SITUATIONS IN WHICH INSPECTION PROGRAM PERSONNEL MUST TAKE ACTION

In some situations, condensation clearly adulterates product, creates insanitary conditions, and/or interferes with inspection. Some examples:

- Heavily beaded condensation forms on a ceiling or wall of a processing area that is not regularly cleaned and sanitized in accordance with the establishment's SSOP's (an insanitary condition is created that could lead to the adulteration of product).
- Condensate from a cooler ceiling drips onto carcasses.
- Condensate from refrigeration unit surfaces, which have not been cleaned and sanitized, drips onto exposed product.
- Condensate from a loading dock ceiling or wall drips onto boxes of boneless beef, breaking down the packaging.

§ 416.2(e) Plumbing

Plumbing systems must be installed and maintained to:

- (1) Carry sufficient quantities of water to required locations throughout the establishment;*
- (2) Properly convey sewage and liquid disposable waste from the establishment;*
- (3) Prevent adulteration of product, water supplies, equipment, or utensils, and maintain sanitary conditions throughout the establishment;*
- (4) Provide adequate floor drainage in all areas where floors are subject to flooding- type cleaning or where normal operations release or discharge water or other liquid waste on the floor;*
- (5) Prevent back-flow conditions in and cross-connection between piping systems that discharge wastewater or sewage and piping systems that carry water for product manufacturing; and*
- (6) Prevent the backup of sewer gases.*

§ 416.2(f) Sewage disposal

Sewage must be disposed into a sewage system separate from all other drainage lines or disposed of through other means sufficient to prevent backup of sewage into areas where product is processed, handled, or stored. When the sewage disposal system is a private system requiring approval by a State or local health authority, the establishment must furnish inspection with the letter of approval from that authority upon request.

It is the responsibility of the establishment to ensure that plumbing and sewage systems provide an adequate supply of potable water and remove waste and sewage from the establishment without adulterating product or creating insanitary conditions.

§ 416.2(g) Water supply and water, ice, and solution reuse

(1) A supply of running water that complies with the National Primary Drinking Water regulations (40 CFR Part 141), at a suitable temperature and under pressure as needed, must be provided in all areas where required (for processing product, for cleaning rooms and equipment, utensils, and packaging materials, for employee sanitary facilities, etc.). If an establishment uses a municipal water supply, it must make available to FSIS, upon request, a water report, issued under the authority of the State or local health agency, certifying or attesting to the potability of the water supply. If an establishment uses a private well for its water supply, it must make available to FSIS, upon request, documentation certifying the potability of the water supply, that has been renewed at least semi-annually.

(2) Water, ice, and solutions (such as brine, liquid smoke, or propylene glycol) used to chill or cook ready-to-eat product may be reused for the same purpose, provided that they are maintained free of pathogenic organisms and fecal coliform organisms and that other physical, chemical, and microbiological contamination have been reduced to prevent adulteration of product.

(3) Water, ice, and solutions used to chill or wash raw product may be reused for the same purpose provided that measures are taken to reduce physical, chemical, and microbiological contamination so as to prevent contamination or adulteration of product. Reuse water which has come into contact with raw product may not be used on ready-to-eat product.

(4) Reconditioned water that has never contained human waste and that has been treated by an onsite advanced wastewater treatment facility may be used on raw product, except in product formulation, and throughout the facility in edible and inedible production areas, provided that measures are taken to ensure that this water meets the criteria prescribed in paragraph (g)(1) of this section. Product, facilities, equipment, and utensils coming in contact with this water must undergo a separate final rinse with non-reconditioned water that meets the criteria prescribed in paragraph (g)(1) of this section.

(5) Any water that has never contained human waste and that is free of pathogenic organisms may be used in inedible and inedible product areas, provided it does not contact edible product. For example, such reuse water may be used to move heavy solids, flush the bottom of open evisceration troughs, or to wash ante-mortem areas, livestock pens, trucks, poultry cages, picker aprons, picking room floors, and similar areas within the establishment.

(6) Water that does not meet the use conditions of paragraphs (g)(1) through (g)(5) of this section may not be used in areas where edible product is handled or prepared or in any manner that would allow it to adulterate edible product or create insanitary conditions.

The water performance standard makes transparent the current requirement that potable water complies with EPA's National Primary Drinking Water regulations. Certifications of water potability provided by the state or local governments or other responsible entities will show whether water meets the EPA requirements.

Some meat and poultry establishments use private wells for their water supply. EPA does not require testing for these water sources. Usually the state or local governments do not test the wells for potability. Most establishments can obtain the needed documentation from private laboratories. **The regulations require that documentation certifying the potability of water from private systems be renewed at least semi-annually.**

§ 416.2(h) Dressing rooms, lavatories, and toilets

(1) Dressing rooms, toilet rooms, and urinals must be sufficient in number, ample in size, conveniently located, and maintained in a sanitary condition and in good repair at all times to ensure cleanliness of all persons handling any product. They must be separate from the rooms and compartments in which products are processed, stored, or handled.

(2) Lavatories with running hot and cold water, soap, and towels, must be placed in or near toilet and urinal rooms and at such other places in the establishment as necessary to ensure cleanliness of all persons handling any product.

(3) Refuse receptacles must be constructed and maintained in a manner that protects against the creation of insanitary conditions and the adulteration of product.

OSHA has always had standards for lavatories in their regulations (29 CFR 1910.141). These standards should be followed when establishments are constructed. FSIS will no longer dictate the number of lavatories required. Lavatory facilities need to be maintained by the establishment in good repair and in a sanitary manner.

§ 416.3 Equipment and utensils

(a) Equipment and utensils used for processing or otherwise handling edible product or ingredients must be of such material and construction to facilitate thorough cleaning and to ensure that their use will not cause the adulteration of product during processing, handling, or storage. Equipment and utensils must be maintained in sanitary condition so as not to adulterate product.

(b) Equipment and utensils must not be constructed, located, or operated in a manner that prevents FSIS personnel from inspecting the equipment or utensils to determine whether they are in sanitary condition.

(c) Receptacles used for storing inedible material must be of such material and construction that their use will not result in the adulteration of any edible product or in the creation of insanitary conditions. Such receptacles must not be used for storing any edible product and must bear conspicuous and distinctive marking to identify permitted uses.

Establishments have the flexibility to choose whatever method they want to clean utensils and equipment to ensure that they are maintained in sanitary condition so as not to adulterate product. FSIS has eliminated the requirement that utensils and equipment used to dress diseased meat

carcasses be cleaned with either 180°F water or an approved disinfectant. FSIS no longer requires a specific method for the cleaning of utensils and equipment used to dress diseased meat carcasses, although they must still be maintained in a sanitary condition.

§ 416.4 Sanitary operations

- (a) All food-contact surfaces, including food-contact surfaces of utensils and equipment, must be cleaned and sanitized as frequently as necessary to prevent the creation of insanitary conditions or the adulteration of product.*
- (b) on-food-contact surfaces of facilities, equipment, and utensils used in the operation of the establishment must be cleaned and sanitized as frequently as necessary to prevent the creation of insanitary conditions or the adulteration of product.*
- (c) Cleaning compounds, sanitizing agents, processing aids, and other chemicals used by an establishment must be safe and effective under the conditions of use. Such chemicals must be used, handled, and stored in a manner that will not adulterate product or create insanitary conditions. Documentation substantiating the safety of a chemical's use in a food processing environment must be available to FSIS inspection personnel for review.*
- (d) Product must be protected from adulteration during processing, handling, storage, loading, and unloading at and during transportation from official establishments.*

Usually, an establishment cleans its operations once a day; however, some establishments have for some time conducted chemical cleanup procedures less than once a day. Currently, establishments may use extended cleanup procedures without prior approval of FSIS. FSIS expects an establishment to incorporate extended cleanup procedures into its Sanitation SOP's (See 416.12). To ensure that extended cleanup procedures prevent insanitation and the adulteration of product, most establishments will probably conduct microbiological and chemical sampling that evaluates the effectiveness of the extended cleanup. The establishment's Sanitation SOPs records would include the microbiological and chemical data that distinguish acceptable sanitary conditions from marginal or unacceptable sanitary conditions. (See 416.14). During the normal course of an establishment's operations meat and poultry products should not come in contact with non-food contact surfaces. Still if non-food contact surfaces are not properly cleaned and sanitized, insanitary conditions could result, leading to the potential adulteration of product.

FSIS has discontinued approving all nonfood compounds and proprietary substances for use in official meat and poultry establishments. Inspection continues to require that meat and poultry products be neither adulterated nor misbranded through the misuse of proprietary substances and nonfood compounds. Documentation substantiating the safety of a chemical's use in a food-processing environment must be available for Inspection's review. The documentation will vary with the nature and intended use of that chemical. For example, for a pesticide, an establishment should have documentation showing that the compound is registered with EPA and the label information for the pesticide. For a chemical sanitizer used on food contact surfaces, an establishment should have documentation showing that the compound complies with the relevant Food and Drug Administration regulations in 21 CFR 178.1010. (Sanitizers meeting this requirement are usually identified as "Food Grade.") Meat and poultry establishments are responsible for ensuring that all proprietary substances and nonfood compounds are safe for their intended use and used appropriately. Establishments are free to choose whatever scientifically supportable method they find effective in limiting microbial

growth in their operations.

§ 416.5 Employee Hygiene

(a) Cleanliness. All persons working in contact with product, food-contact surfaces, and product-packaging materials must adhere to hygienic practices while on duty to prevent adulteration of product.

(b) Clothing. Aprons, frocks, and other outer clothing worn by persons who handle product must be of material that is disposable or readily cleaned. Clean garments must be worn at the start of each working day and garments must be changed during the day as often as necessary to prevent contamination or adulteration of product.

(c) Disease control. Any person who has or appears to have an infectious disease, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination must be excluded from any operations which could result in product adulteration until the condition is corrected.

Specific types of unhygienic practices have been removed from the regulations. Inspection continues to have the authority to take action against any unhygienic practice that could result in insanitary conditions or adulterated product.

§ 416.6 Tagging insanitary equipment, utensils, rooms or compartments

When a Program employee finds that any equipment, utensil, room, or compartment at an official establishment is insanitary or that its use could cause the adulteration of product, he will attach to it a "U.S. Rejected" tag. Equipment, utensils, rooms, or compartments so tagged cannot be used until made acceptable. Only a Program employee may remove a "U.S. Rejected" tag.

SANITATION SOPS

The establishment has the responsibility to develop, implement, and maintain written Sanitation SOPs. The basic regulatory requirements are described in 9 CFR 416.12. At the time inspection is granted, the establishment must have a Sanitation SOP that meets these requirements. Inspection verifies that the written procedures meet the basic regulatory requirements.

§ 416.11 General rules

Each official establishment shall develop, implement, and maintain writ-ten standard operating procedures for sanitation (Sanitation SOP's) in accordance with the requirements of this part.

§ 416.12 Development of Sanitation SOP's

(a) The Sanitation SOP's shall describe all procedures an official establishment will conduct daily, before and during operations, sufficient to prevent direct contamination or adulteration of product(s).

(b) The Sanitation SOP's shall be signed and dated by the individual with overall authority

on-site or a higher-level official of the establishment. This signature shall signify that the establishment will implement the Sanitation SOP's as specified and will maintain the Sanitation SOP's in accordance with the requirements of this part. The Sanitation SOP's shall be signed and dated upon initially implementing the Sanitation SOP's and upon any modification to the Sanitation SOP's.

(c) Procedures in the Sanitation SOP's that are to be conducted prior to operations shall be identified as such, and shall address, at a minimum, the cleaning of food contact surfaces of facilities, equipment, and utensils.

(d) The Sanitation SOP's shall specify the frequency with which each procedure in the Sanitation SOP's is to be conducted and identify the establishment employee(s) responsible for the implementation and maintenance of such procedure(s).

§ 416.13 Implementation of SOP's

(a) Each official establishment shall conduct all other procedures in the Sanitation SOPs at the frequencies specified.

(b) Each official establishment shall monitor daily the implementation of the procedures in the Sanitation SOPs.

Each official establishment shall conduct the pre-operational procedures in the Sanitation SOPs before the start of operations.

§ 416.14 Maintenance of Sanitation SOP's

Each official establishment shall routinely evaluate the effectiveness of the Sanitation SOP's and the procedures therein in preventing direct contamination or adulteration of product(s) and shall revise both as necessary to keep them effective and current with respect to changes in facilities, equipment, utensils, operations, or personnel.

Note: Construction and removal of walls, ceilings, and floors may cause harborage sites for *Listeria monocytogenes* to be dislodged from otherwise protected areas.

§ 416.15 Corrective Actions

(a) Each official establishment shall take appropriate corrective action(s) when either the establishment or FSIS determines that the establishment's Sanitation SOP's or the procedures specified therein, or the implementation or maintenance of the Sanitation SOP's, may have failed to prevent direct contamination or adulteration of product(s).

(b) Corrective actions include procedures to ensure appropriate disposition of product(s) that may be contaminated, restore sanitary conditions, and prevent the recurrence of direct contamination or adulteration of product(s), including appropriate reevaluation and modification of the Sanitation SOP's and the procedures specified therein or appropriate improvements in the execution of the Sanitation SOP's or the procedures specified therein.

Examples of noncompliance:

- The Sanitation SOP failed to prevent direct contamination or other adulteration of product, and the establishment did not implement corrective actions to ensure appropriate disposition of product.
- The Sanitation SOP failed to prevent direct contamination or other adulteration of product, and the establishment did not implement corrective actions to restore sanitary conditions.
- The Sanitation SOP failed to prevent direct contamination or other adulteration of product, and the establishment did not implement corrective actions to prevent recurrence of direct contamination or adulteration of product. This may lead to a trend of repeated noncompliances.

§ 416.16 Recordkeeping requirements

(a) Each official establishment shall maintain daily records sufficient to document the implementation and monitoring of the Sanitation SOP's and any corrective actions taken. The establishment employee(s) specified in the Sanitation SOP's as being responsible for the implementation and monitoring of the procedure(s) specified in the Sanitation SOP's shall authenticate these records with his or her initials and the date.

(b) Records required by this part may be maintained on computers provided the establishment implements appropriate controls to ensure the integrity of the electronic data.

(c) Records required by this part shall be maintained for at least 6 months and made available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

§ 416.17 Agency verification

FSIS shall verify the adequacy and effectiveness of the Sanitation SOP's and the procedures specified therein by determining that they meet the requirements of this part. Such verification may include:

(a) Reviewing the Sanitation SOP's;

(b) Reviewing the daily records documenting the implementation of the Sanitation SOP's and the procedures specified therein and any corrective actions taken or required to be taken;

(c) Direct observation of the implementation of the Sanitation SOP's and the procedures specified therein and any corrective actions taken or required to be taken; and

(d) Direct observation or testing to assess the sanitary conditions in the establishment.

REGULATIONS GOVERNING OTHER FACILITY REQUIREMENTS

§ 305.2 Separation of official establishments.

(a) Each official establishment shall be separate and distinct from any unofficial establishment except a poultry products processing establishment operated under federal inspection under the Poultry Products Act or under State inspection.

(b) Inspection shall not be inaugurated in any building, any part of which is used as living quarters, unless the part for which inspection is requested is separated from such quarters by floors, walls, and ceilings of solid concrete, brick, wood, or similar material; and the floors, walls, and ceilings are without openings that directly or indirectly communicate with any part of the building used as living quarters.

§ 305.3 Sanitation and adequate facilities.

Inspection shall not be inaugurated if an establishment is not in a sanitary condition nor unless the establishment agrees to maintain a sanitary condition and provides adequate facilities for conducting such inspection.

§ 307.1 Facilities for program employees.

Office space, including necessary furnishings, light, heat and janitor service, shall be provided by official establishments, rent free, for the exclusive use for official purposes of the inspector and assigned program employees. The space set aside for this purpose shall meet with approval of the supervisor and shall be conveniently located, properly ventilated and provided with lockers suitable for protection and storage of program supplies and with facilities suitable for program employees to change clothing if such facilities are deemed necessary. At the discretion of the Administrator, small plants requiring the services of less than one full-time inspector need not furnish facilities for program employees as prescribed in this section, where adequate facilities exist in a nearby convenient location. Laundry service for inspectors' outer work clothing shall be provided by each establishment.

§ 307.2 Other facilities and conditions to be provided by establishment.

When required by the supervisor, the following facilities and conditions, and such others as may be found to be essential to efficient conduct of inspection and maintenance of sanitary conditions shall be provided by each official establishment.

(a) Satisfactory pens, equipment and assistants for conducting ante-mortem inspection and for separating, marking and holding apart from passed livestock those marked "K.S. suspect" and those marked "K.S. condemned." (Pens, alleys, and runways shall be paved, drained and supplied with adequate hose connections for cleanup purposes);

(b) Sufficient light to be adequate for proper conduct of inspection;

- (c) Racks, receptacles, or other suitable devices for retaining such parts as the head, tongue, tail, thymus gland, viscera, and all parts and blood to be used in the preparation of meat food products or medical products, until after the post-mortem examinations is completed, in order that they may be identified in case of condemnation of the carcass; equipment, trucks, and receptacles for the handling of viscera of slaughtered animals so as to prevent contact with the floor and trucks, racks, marked receptacles, tables, and other necessary equipment for the separate and sanitary handling of carcasses or parts passed for cooking;
- (d) Tables, benches, and other equipment on which inspection is to be performed must be of such design, material and construction as to enable program employees to conduct their inspection in a ready, efficient and clean manner;
- (e) Watertight metal trucks or receptacles for holding and handling diseased carcasses and parts, so constructed as to be readily cleaned such trucks or receptacles to be marked in a conspicuous manner with the phrase "U.S. Condemned" in letters not less than 2 inches high and, when required by the supervisor, to be equipped with facilities for locking or sealing;
- (f) Adequate arrangements, including liquid soap and cleansers, for cleansing and disinfecting hands, for disinfecting all implements used in dressing diseased carcasses, floors, and such other articles and places as may be contaminated by diseased carcasses or otherwise;
- (g) In establishments in which slaughtering is done, rooms, compartments, or specially prepared open places, to be known as "final inspection places," at which the final inspection of retained carcasses may be conducted (competent assistants for handling retained carcasses and parts shall be provided by the establishment; final inspection places shall be adequate in size and their rail arrangement and other equipment shall be sufficient to prevent carcasses and parts passed for food or cooking, from being contaminated by contact with condemned carcasses or parts; they will be equipped with hot water, lavatory, sterilizer, tables, and other equipment required for ready, efficient and sanitary conduct of the inspection the floors shall be of such construction as to facilitate the maintenance of sanitary conditions and shall have proper drainage connections and when the final inspection place is part of a larger floor, it shall be separated from the rest of the floor by a curb, railing or otherwise);
- (h) Retention rooms, cages, or other compartments and receptacles in which carcasses and product may be held for further inspection. (These shall be in such number and in such locations as the needs of the inspector in the establishment may require they shall be equipped for secure locking or sealing and shall be held under locks or official seals furnished by the Department, the keys of such locks shall not leave the custody of program employees. Every such room, compartment, or receptacle shall be marked conspicuously with the phrase " U.S. retained" in letters not less than 2 inches high; rooms or compartments for these purposes shall be secure and susceptible to being kept clean, including a sanitary disposal of the floor liquids; establishment employees shall not enter any retention rooms or compartments or open any retention receptacles unless authorized by program employees);
- (i) Adequate facilities, including denaturing materials, for the proper disposal of condemned articles in accordance with the regulations in this subchapter (tanks or other rendering equipment which, under the regulations in this subchapter, must be sealed, shall be properly equipped for sealing as specified by the regulations in Part 314 of this subchapter or by the supervisor in specific cases);
- (j) Docks and receiving rooms, to be designated by the operator of the official establishment, with the supervisor, for the receipt and inspection of all products as provided in §318.3 of this subchapter;

(k) Suitable lockers in which brands bearing the official inspection legend and other official devices (excluding labels) and official certificates shall be kept when not in use (all such lockers shall be equipped for sealing or locking with locks or seals to be supplied by the Department; the keys of such locks shall not leave the custody of Program employees);
(l) Sanitary facilities and accommodations as prescribed by §308.4 of this subchapter.
(m) In addition to any facilities required to accomplish sanitary dressing procedures, the following inspection station facilities for cattle and swine slaughter lines described in §310.1(b) of this subchapter are required:

(1) An inspection station consisting of 5 feet of unobstructed line space for each head or carcass inspector and, for viscera table kills, 8 feet for each viscera inspector on the inspector's side of the table.

(2) A minimum of 50 foot-candles of shadow-free lighting at the inspection surfaces of the head, viscera, and carcass.

(3) A hand wash lavatory (other than one which is hand operated) furnished with soap, towels, and hot and cold water, and located adjacent to the inspector's work area. In addition, for each head and viscera inspector on cattle slaughter lines, and each head inspector on swine slaughter lines, a sterilizer located adjacent to the inspector's work area.

(4) For mechanized operations, a line control switch located adjacent to each inspection station.

(5) Facilities to position tally sheets or other recording devices, such as digital counter, and facilities to contain condemned brands.

(6) or swine slaughter lines requiring three or more inspectors, and for those one- and two-inspector configurations where the establishment installs a mirror: At the carcass inspection station one glass or plastic, distortion-free mirror, at least 5 feet by 5 feet, mounted far enough away from the vertical axis of the moving line to allow the carcass to be turned, but not over 3 feet away, and so mounted that any inspector standing at the carcass inspection station can readily view the back of the carcass.

§ 313.1 Livestock pens, driveways and ramps

(a) Livestock pens, driveways and ramps shall be maintained in good repair. They shall be free from sharp or protruding objects which may, in the opinion of the inspector, cause injury or pain to the animals. Loose boards splintered or broken planking, and unnecessary openings where the head, feet, or legs of an animal may be injured shall be repaired.

(b) Floors of livestock pens, ramps, and driveways shall be constructed and maintained so as to provide good footing for livestock. Slip resistant or waffled floor surfaces, cleated ramps and the use of sand, as appropriate, during winter months are examples of acceptable construction and maintenance.

(c) U.S. Suspects (as defined in §301.2(xxx) and dying, diseased, and disabled livestock (as defined in §301.2(y) shall be provided with a covered pen sufficient, in the opinion of the inspector to protect them from the adverse climatic conditions of the locale while awaiting disposition by the inspector.

(d) Livestock pens and driveways shall be so arranged that sharp corners and direction reversal of driven animals are minimized.

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**RECOMMENDED PHYSICAL
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OUTSIDE PREMISES

Location of a plant and the sanitation of its outside premises can have a significant effect on the sanitation inside the plant. Meat, as it is handled in the plant, may become exposed to the outside elements through loading docks, doorways, open windows and the passage of workers and visitors in and out of, the plant.

Sanitary maintenance of the outside premises is best handled on a long-range continuing program. Suitable containers or facilities must be provided for routine accumulations of scrap materials and discarded equipment items. An appropriate routine removal of the useless material is essential.

Storage of useful materials and equipment should be stored in an orderly manner on elevated racks at least 12 inches high. This facilitates the necessary routine cleanup of waste and debris from all ground surfaces. Plant management must instruct maintenance and repair personnel to promptly and properly store useful items in the provided facilities and not permit the utilization of temporary accumulation points. These “temporary” storage areas have a way of growing and becoming permanent.

PLANT CONSTRUCTION

Floors, walls, and ceilings in the plant should be constructed to be easy to clean and should be kept clean and in good repair. Fixtures, ducts and pipes should not be suspended over working areas where drip or condensate may contaminate foods, raw materials, label and packaging materials or equipment.

Floors

Floors should be constructed of:

- a) Vitrified brick of good quality, bonded with acid-resistant waterproof mortar, and laid on a waterproof concrete base.
- b) Dense, acid-resistant waterproof concrete, or
- c) Other approved impervious material.

Interior Walls

Interior walls should be smooth, flat and constructed of impervious materials such as glazed brick, glazed tile, smooth-surfaced portland cement plaster or other nontoxic, nonabsorbent material applied to a suitable base. Glass blocks used in wall panels must have smooth exposed surfaces and be installed so as to prevent breakage by equipment or carcasses. Suitable sanitary type bumpers should be provided on walls to prevent damage by hand trucks, carcass shanks, and the like. Junction of floor and wall should be coved to facilitate cleaning.

Doorways and Doors

If frequently contacted by product, doors and doorjambes should be clad with rust resistant metal with tightly soldered or welded seams. The juncture of the doorjambes and the walls should be effectively sealed with a flexible sealing compound.

Ceilings

Ceilings can be an important source of direct product contamination. They should be constructed of smooth non-absorbent material. Therefore, they must be maintained free of scaling paint or plaster, dust, condensate and leaks at all times. If possible, it is best to avoid painting ceiling surfaces.

Interior Woodwork

In those situations where the use of exposed interior woodwork is unavoidable, finished lumber should be used. The exposed wood surface should be painted with either good grade nontoxic oil or plastic base paint or treated with hot linseed oil or a clear wood sealer. The latter two treatments are preferred, particularly on ceiling areas.

PLANT LIGHTING

Adequate light is essential to maintain good sanitation. Effective clean-up procedures, acceptable sanitary dressing of carcasses, as well as sanitary practices in all areas of the plant, are extremely unlikely unless abundant light is available. Contaminants cannot be easily removed if they cannot be seen. Adequate lighting must be provided to all areas where food or food ingredients are processed, examined or stored; where equipment and utensils are washed; and to hand washing areas, dressing and locker rooms, and toilet rooms. Light bulbs, fixtures, skylights, or other glass suspended over food in any stage of preparation should be of the safety type or otherwise protected to prevent food contaminations in case of breakage. This can be accomplished by providing a protective shield of suitable non-shattering material such as Plexiglas.

The overall intensity of artificial illumination in workrooms should not be less than 20 foot-candles. The illumination should be not less than 50 foot-candles at all places where inspections are made or where special illumination is required to enable establishment employees to properly prepare products of any character to meet the requirements of inspection. In carcass coolers 10 foot-candles illumination at the front shank level is sufficient.

PLANT REFRIGERATION

Adequate refrigeration is one of the most important means of controlling the growth of microorganisms. It is imperative that sufficient refrigerated space be provided to properly handle carcasses and product.

All perishable products should be stored in areas with a maximum temperature of 37° F. Ideally the temperature of processing rooms should not exceed 50° F. In those situations where the temperature requirements would be difficult or impossible to obtain, work surfaces must be cleaned every 4 hours during operation.

Each type of refrigeration must be properly installed. If wall coils are used, a drip gutter of concrete or other impervious material united with the floor and properly connected with the drainage system should be provided beneath the coils. If overhead refrigerating facilities are installed, insulated drip pans properly connected to the drainage system shall be placed beneath them.

Floor-type refrigerating units must be placed within curbed and separately drained areas unless located adjacent to floor drains.

The old-style overhead brine spray refrigerating units must be properly maintained so as to prevent dripping or otherwise contaminating carcasses or product.

PLANT WATER SUPPLY

Potable Water

An adequate supply of fresh clean water is of primary importance in sanitation programs and plant operations. The first requirement is that the water supply in the plant be “potable.” This simply means drinkable or safe for human consumption without further treatment such as boiling or adding chemicals.

As a minimum, the plant water supply must pass the tests prescribed for potability in the “Drinking Water Standards” promulgated by the Public Health Service of the U.S. Department of Health, Education and Welfare. Water from any source not approved and certified as potable is automatically deemed non-potable.

Since frequent testing is required of water in an approved public water supply, it can usually be accepted into the plant as potable. The chief concern in this case is the possibility of pollution within the plant. Therefore, the certification samples should be taken at least once a year at various points of distribution in the plant. A single sample taken at the meter is of little or no value, as it does not indicate the quality of the water actually included in or used on product.

PLANT WASTE DISPOSAL

Sewage Disposal

The sewage disposal facilities utilized by the plant must be acceptable to the local authorities having jurisdiction over such matters in the area. A letter from the proper authority is to be on file with the Inspector-in-Charge for each plant under inspection.

Rubbish Removal

Rubbish such as used paper towels, cartons, office waste, labeling materials, etc., frequently can be a sanitation problem. Suitable containers conveniently located throughout the plant must be provided and emptied frequently.

The accumulation of rubbish prior to its removal or incineration must not cause a nuisance. (Refer to section on Outside Premises for a more detailed discussion.)

EQUIPMENT

Equipment used in meat handling and processing ranges all the way from the most simple hand tools to large, highly complex, electronically operated machinery. Since there is extensive contact of product with equipment surfaces, this is where potential hazards to product safety and cleanliness lie.

Therefore, equipment must be constructed and maintained so that it can be easily kept clean. All surfaces contacting product must be free of scale; should be smooth, nonporous; and should be free from pits, crevices, seams, or joints, in which food may lodge, decompose and support the growth of organisms.

Acceptable Materials

With few exceptions, equipment must be constructed either of rust resisting metal, such as 18-8 (300 series) stainless steel, or of approved plastic or fiberglass. Galvanized metal, although acceptable in certain equipment, is not desirable because it is not adequately resistant to the corrosive action of food products and cleaning compounds and has short life. When used, galvanized metal must have the smoothness of high quality commercial hot dip.

Non-acceptable Materials

There are many materials that are highly undesirable or totally unacceptable for use in equipment construction. The following is a partial listing:

Cadmium and antimony are toxic compounds and are not acceptable in any manner or form in equipment used for handling edible product.

Also, due to its toxic nature, lead must not be used in equipment contacting edible product, except that it may be employed in dairy solder in an amount not to exceed 5 percent. Lead babbitt, frequently employed in head

splitting equipment, is not acceptable. Nylon or other approved plastics make suitable substitutes. Due to the high risk of chipping, the use of containers or equipment made of enamelware or porcelain is not acceptable for any purpose in connection with the handling and processing of exposed product.

Painted surfaces are not permanent and may readily contaminate the food. Therefore, paint is not acceptable on any equipment area that may contact product.

Wood is not a satisfactory material for equipment construction since it does not maintain a smooth surface and is not impervious. Wood used in any manner resulting in product contact is strongly discouraged. It is permitted only in those situations where strict sanitary standards are practical and can be rigidly enforced.

Leather and fabrics due to their porous nature, are not acceptable materials for equipment construction. Filter cloths used in rendered fat filter presses are permitted, provided they are clean and freshly laundered.

Dissimilar metals should not be used in equipment construction as their contact with liquid or other products may create harmful chemical and electrolytic action.

EQUIPMENT DESIGN AND CONSTRUCTION

Sanitary design principles apply to all types of equipment used in the slaughter of livestock and the handling and processing of product. The primary objective of sanitary design is to facilitate keeping equipment clean, thereby controlling and preferably eliminating product contamination. The continuing push for greater and greater production generally tends to increase the contamination hazards and sometimes seriously curtails the time available for cleanup. Sound sanitary design of both the plant and equipment then becomes even more essential.

In order to encourage the thorough cleaning of equipment, the time and the ease of disassembly are important considerations. Equipment should be as simple in construction as possible and contain the fewest number of parts practical to permit easy dismantling and reassembly following cleaning. The design, construction, and installation should be such that permits easy access for sanitary, as well as mechanical, maintenance. When discussing the equipment used in slaughter and processing plants, there are two separate areas of the equipment to consider, the product contact zones of the equipment, and the non-product contact areas.

Product Contact Zone

Accessibility for Cleaning

All parts of the product zone must be readily accessible to sight and reach for cleaning and inspection. In large equipment, appropriately located clean out and inspection openings, catwalks, ladders or other suitable provisions must be made to ensure that all parts can be cleaned and inspected. It is the plant management's responsibility to demonstrate compliance with this requirement.

Gaskets and Packings

All gasketing and packing materials must be nontoxic, nonporous, non-absorbent, and unaffected by food products and cleaning compounds. Such materials should be installed in a true fit to prevent protrusion of the materials into the product zone or the creation of recesses or ledges at the gasketed joints.

Seals and Bearings

All bearings must be located outside the product zone. If it is adjacent to it, it must be constructed with a seal at the entrance of the shaft into the product zone. Sufficient space must be provided to permit the easy removal of the seal assembly for easy cleaning and inspection. Seals and bearings must be installed and maintained so as to prevent lubricant leakage or entrance of product into the assembly.

Interior Corners

Interior corners of equipment must be provided with radii (¼ inch minimum), except where greater radii are required for easy drainage and cleaning.

Welded Joints

All welding within the product zone must be continuous, smooth, even, and relatively flush with the adjacent surfaces.

Freedom from Cracks, Recesses, Ledges, and the like

All parts of the product zone must be free of recesses, open seams and gaps, crevices, protruding ledges, inside threads, inside shoulders, inside bolts or rivets, and dead ends.

Self-Draining Equipment

Where necessary for sanitary maintenance, equipment must be constructed and installed so as to be completely self-draining.

Screening, Straining and Filtering Surfaces

All screening straining and filtering surfaces shall be readily removable for cleaning and inspection. Screening and straining devices should be designed to prevent replacement in an improper position. Permanent screening and straining surfaces should be fabricated from perforated metal.

On dry granular or dry pulverized product, wire screen of not less than 30 x 30 continuous mesh may be used.

Filter papers must be of the single-service type. Filter cloths or spun glass filters shall be launder-able.

Conveyor Belts

All belts used to convey exposed product must be of sanitary grade, moisture-resistant, nonabsorbent material with no exposed fabric core. Conveyor guides, splash guards, etc., should be easily removed or of open construction to permit cleaning.

Lubricants

Equipment in which lubricating grease or oil is used should be designed to prevent the contamination of product by lubricating material. As a further precaution against the inclusion of toxic compounds in product, all lubricants used in areas where potential contamination exists must be edible and specifically approved.

If the possibility of contamination of products by lubricants exists, the establishment should be required to take suitable corrective measures without delay. A particular concern is the contamination potential of lubricants used in overhead motors, gears, and similar devices. If drip pans are necessary to provide protection, they should be easily accessible for inspection and removable for cleaning.

Non-Product Zone

Parts of equipment outside the immediate product zone are also important due to the hazards of indirect and/or accidental contamination of product. In many cases, workers handle product and equipment alternately, which increases the contamination potential. Therefore, many of the principles of design and construction illustrated in the product zone apply here as well:

- a) All external surfaces must be free of open seams, gaps, crevices, and inaccessible recesses.
- b) Horizontal ledges or frame members must be kept to a minimum.
- c) All external parts should be of round or tubular material where possible to avoid accumulation of debris and to permit easy cleaning.

d) All safety or gear guards must be readily removable for cleaning and inspection.

Components that may not be cleaned (motors, electrical gear, etc.) must be sealed against entrance of product and water.

EQUIPMENT INSTALLATION

Certain requirements on the placement, arrangement and installation of equipment have been established to permit convenient, positive cleaning. Constant attention must be given to these details in order to maintain an orderly flow and clean handling of product. The initial installation of equipment and every change in operations must be carefully analyzed for potential sanitation problems. Any circumstance that could result in product contamination should be avoided.

All equipment must be constructed so it can be easily kept clean. It should be free of cracks and crevices and put together so it can be taken apart as necessary for thorough cleaning. All surfaces which meat or juices may contact should be able to be made open for inspection.

Spacing from Walls, Ceiling, and Floor

All permanently mounted, or not readily movable equipment must either be installed sufficiently above the floor and away from wall and ceiling areas to provide access for cleaning and inspection or be completely sealed (watertight) in these areas.

Whenever equipment, chutes, or pipelines pass through walls, they should either be sealed to them, or sufficient clearance should be allowed to permit inspection, cleaning and maintenance. Where pipes pass through ceilings of exposed product areas, pipe sleeves should be inserted in the floor above so that their upper periphery is at least 2 inches above the floor.

Wall-Mounted Facilities

Wall-mounted cabinets and electrical connections (such as switch boxes, electrical panels, and BX cables) must be either installed at least 1 inch from equipment or walls or be completely sealed (watertight) to the equipment or walls.

Water Connections and Control of Waste Water

Where possible, water inlets must discharge above the highest level reached by liquids in the equipment. Those installations requiring submerged water lines must be equipped with a functional vacuum breaker.

Drains should be of adequate size to permit rapid draining without spillage and should be at the lowest point with no inside collar or projection.

All equipment handling wastewater must be installed so the wastewater is delivered into the drainage system without flowing over the floor.

Vent Stacks from Hoods

Vent stacks from covered cooking vats or hoods over cook tanks should be arranged or constructed so as to preclude drainage of condensate back into the vats.

REQUIREMENTS FOR EQUIPMENT IN GENERAL USE

Lavatories

Conveniently located hand washing facilities (lavatories) with a bowl size of about 12 by 16 by 6 inches should be provided for the employees and inspectors. Each lavatory must be supplied with:

- a) Hot and cold running water delivered through a combination mixing faucet with outlet about 12 inches above the rim of the bowl to facilitate washing arms as well as hands.
- b) Liquid soap and an ample supply of sanitary towels in suitable dispensers.
- c) A suitable receptacle for used towels. Lavatories in workrooms should be pedal operated.
- d) Lavatories should also be directly connected to the drainage system.

Drinking Fountains

Sanitary drinking fountains should be provided in large workrooms and in dressing rooms. If desired, they may be located at lavatories and arranged so the overflows discharge into the bowls of the lavatories. If this is done, they should be placed sufficiently high above the bowls to avoid splash onto them when the lavatories are used.

Drinking fountains are particularly important in meat processing departments; otherwise employees may drink from any available cold-water outlet. This could result in contaminating product and/or equipment surfaces with water from the employee's mouth and face.

Inedible Product Container

Fifty-gallon metal drums or plastic drums are acceptable for inedible materials. They must be kept clean inside and out, in good repair, and legibly marked "INEDIBLE" in letters at least 2 inches high.

Sterilizers

Sterilizers should be constructed of rust resistant metal (preferable stainless steel) and should be of sufficient size for complete immersion of knives, cleavers, saws, and other implements in hot water (minimum temperature 180° F). They should adjoin the lavatories in slaughtering departments and elsewhere as required.

Cutting and Boning Boards

Boards used on boning and cutting tables should be constructed of approved plastics and must be chamfered on all edges to prevent undue chipping.

Laminated wood butcher blocks and laminated wood cutting boards will be accepted only as long as they are smooth and free of cracks where meat juices and fat can accumulate.

The non-removable wood knife racks often seen attached to butcher blocks or walls are not acceptable. Racks should be made of metal and capable of being taken apart for cleaning.

DRY STORAGE AREAS

Because there is a wide variety of supplies used in connection with meat production and packaging, such as dry product ingredients, packaging materials, and cleaning and maintenance items, good housekeeping and cleanliness in storerooms are essential to any sound sanitation program.

To facilitate cleaning and to avoid harboring places for insects, rodents and vermin, provisions should be made to store supplies on racks at least 12 inches above the floor with passageways maintained between rows of racks. Racks should be sufficiently spaced away from walls, so the entire floor-wall junction is visible for detecting

evidence of insect or rodent infestation. All openings that may admit rodents, birds, flies, and other pests should be effectively screened.

SPECIAL SANITATION REQUIREMENTS AND PROBLEMS

General

The building, rooms, equipment and other physical facilities of the plant should be kept in good repair and be maintained in an orderly sanitary condition at all times. There should be no handling or storing of materials that create an objectionable condition in areas where product is prepared, stored or handled.

Unnecessary pipes, wires, string, and other material should be removed, and no trash should be allowed to accumulate.

Scaling paint, dust, and flaking rust must be scraped from overhead structures in edible products departments. Condensation will not be permitted where it can contaminate product. Hot water for cleaning rooms and equipment (other than those requiring 180° F. water) must be delivered under pressure to sufficient convenient outlets and must be of such a temperature to accomplish a thorough cleanup.

When an inspector decides any equipment, utensil, room or compartment at an official establishment is unclean, a "Kansas Rejected" tag will be attached to it. Such tagged items, rooms or compartments shall not be used again until made acceptable and the tag removed by the inspector.

Sanitizing agents must not be used as a substitute for thorough and effective cleanup. Residues must be removed from edible product equipment by thorough rinsing with clean water before the equipment is again used for handling product.

However, residues of the compounds need not be washed from floors, walls, and ceilings unless in the judgment of the Inspector-in-charge, the presence of such residues is objectionable.

Supplies that might contact edible products must be handled and stored under sanitary conditions. Such supplies should be treated as "edible products" and adequate measures taken to prevent dust collection, contamination from footwear or contact with any unsanitary surface.

Since the use of stiff wire brushes to clean metal equipment may result in scratching and injuring the equipment surface, the use of nylon or similar bristled brushes are recommended. Fine wire brushes or steel wool may contaminate product with metal particles, so they must not be used on product, or equipment that will come in contact with product.

Processing (General)

Facilities for holding perishable product under refrigeration must be provided. For proper care of product and to facilitate control of molds and bacteria, operations such as beef cutting, boning and trimming, bacon slicing, pork cutting, frozen steak preparation, sausage chopping and mixing, etc., should be conducted in departments having a temperature not higher than 50° F.

Such operations must be located in rooms separate from carcass or product holding coolers to avoid contamination of product by clean-up water or condensation during the clean-up time.

Unprotected light bulbs should not be suspended directly over choppers, grinders, mixers, and similar equipment. Burned out light bulbs should be placed in rubbish containers immediately on removal from the electric fixture.

Special care should be taken in the disposal of fluorescent tubes that may contain a poisonous gas. Such tube should not be broken in an edible products department of the establishment.

Milk, beverage, and other glass bottles should not be permitted in processing departments. Broken or cracked windowpanes should be repaired promptly. No fixtures or appliances, such as tables, trays, tanks, vats, machines, implements, cans, or containers of any kind, should be used unless they are of such materials and construction so as not to contaminate the product. They should also be clean and sanitary.

In some establishments, equipment such as grinders, choppers, mixers, etc., are used interchangeably in the handling of pork that possibly contains live trichinae. Trichinae control must be exercised in all processing plants under State Department of Agriculture inspection.

Sawdust shall not be used on benches or equipment or on floors in areas where operations such as grinding, boning, or cutting are being done.

The feeder screw of most meat grinders is cast, and the center consists of a hollow core. It is very important that close examination be made of such equipment to detect any crack, flaw, or faulty construction that would result in an unsanitary condition.

The hollow arm in some band saws contains a small opening on the top side. This opening allows cleanup water and other contaminants to enter the saw arm and become sour and decomposed. The problem can be corrected by placing a clean-out opening or plug on the lower side of the arm.

Grinders, saws, cutting tables, etc. shall be thoroughly cleaned after each day's production.

Coolers, Boning and Cutting

Cooler rails must be placed at least 2 feet from refrigerating equipment, walls, columns, and other fixed parts of the building. To promote cleanliness of product and to protect walls from damage by carcass shanks, it is desirable to place rails (especially header or traffic rails) at least 3 feet from the walls.

Sausage

Sausage grinder plates of the so-called reversible type are constructed with removable bushings and sleeves. This permits the accumulation of a considerable amount of meat, fat, and meat juices on the inner surfaces of the various de-mountable parts during grinding operations. The parts must be completely demounted for cleaning daily.

PLANT PERSONNEL

Clean personnel with clean habits are essential to sanitary production of meat and meat food products. Clean hands, clean clothing and hygienic practices reduce the likelihood of contaminating product and the product-contact surfaces of equipment, utensils and packaging materials.

Disease Control

Disease transmitted through meat food products frequently originates from an infected meat handler. Food handlers to other employees and consumers through contaminated meat food products and careless handling practices may transmit a wide range of communicable diseases and infections.

It is the responsibility of operators of official establishments to see that no person affected with a disease in a communicable form, while a carrier of such disease, or while afflicted with boils, sores, infected wounds, or other abnormal sources of contaminating microorganisms, works in any area of the establishment where there is likelihood of disease transmission or of meat or meat food ingredients becoming contaminated.

Boils, infected cuts and sore throats are sources of organisms that cause staphylococcal food intoxication, one of the most frequently reported type of foodborne illness in the United States.

Clothing and Personal Equipment

All personnel handling meat, ingredients, or their contact surfaces must wear clean washable outer garments. Street clothing should not be worn while on duty since it can serve as a source of contamination. If street clothing is worn while on duty it must be covered by a clean frock or apron.

It is required that all workers change clothing daily. In those jobs where there is routine contact of product with clothing (luggers, etc.), more frequent changing may be necessary.

All employees working in departments where exposed product is handled must wear caps, hats, hairnets, or other effective hair restraints to prevent hair from falling into the product.

Wearing of loose jewelry should be avoided. Workers are to remove all jewelry that might serve as a source of product contamination during work periods in which foods or components are manipulated by hand.

Wearing of badges, identification cards, campaign buttons, and similar articles of outer clothing by persons who handle products should be discouraged. However, similar articles necessarily worn must be attached so that their accidental inclusion in product is definitely precluded.

Boners aprons, wrist guards, and the like used as safety devices for employees engaged in slaughter, cutting or boning operations must be of impervious construction and maintained in a clean and sanitary manner.

To assist in maintaining leather boners aprons in satisfactory condition, a clean, washable cloth covering should be worn over the apron. Use of boners aprons made of plastic is preferred and encouraged. The cloth covering may then be omitted.

Employees are required to remove all aprons, knives, hooks, and other hand tools before entering toilet rooms.

Cotton gloves frequently worn by boners, luggers, and others may pose contamination problems. Such gloves can be used only in those operations involving inspected and passed products.

In order to assure thorough cleaning, all such gloves are to be laundered in a commercial or establishment laundry. Workers using cotton gloves must begin each workday with a clean pair and make periodic changes throughout the day as necessary. At no time should such use exceed four hours per pair (changing is necessitated due to the accumulation of moisture and contaminants, coupled with the worker's body temperature that can lead to a rapid buildup of microorganisms).

Various meat handlers commonly wear other types of rubber or plastic gloves. Whatever the type of gloves being used, they should be a light color (not black) so that a ready evaluation of cleanliness and condition may be made. Replacement of such gloves is necessary whenever peeling or other deterioration is observed.

Footwear should be appropriate to the operation and, in most instances, be of water proof construction or treated to repel water. Since footwear can be a source of transporting contamination, care should be taken to see that all personnel effectively clean their shoes or boots periodically. This is particularly important when one enters an area less contaminated than the one they are leaving, such as an employee going from the kill floor to boning cooler.

Knife scabbards, belts, steels, knives, hooks and other hand implements are to be constructed so that they can be

easily kept clean. All such equipment must be kept reasonably clean during operations and must be completely cleaned at the end of operations.

Cleanliness

The employees of the establishment who handle any product should keep their hands clean. Employees should wash their hands before handling any product or implements used in the preparation of product after visiting the toilet rooms, and at other times when the hands have become soiled or contaminated.

Hands often become soiled in the performance of routine duties in and about the establishment so the convenient location of hand washing facilities is essential.

Fingernails are not to be polished and must be kept clean and neatly trimmed.

Necessary care should be taken by each employee to prevent contamination of product with substances such as perspiration, hair, cosmetics, tobacco, chemicals and medicants.

Employees should not use tobacco in any form while engaged in food handling or while in equipment and utensil washing or food handling areas. Designated locations in such areas may be approved for smoking provided no contamination hazards result.

Spitting on the floor is prohibited. Employees must learn to control their hands and avoid unsanitary and unsightly personal practices such as scratching the head, placing the fingers in or about the mouth or nose, or indiscriminate and uncovered sneezing or coughing which is likely to result in contamination of food. The mouth must not be used to temporarily hold tags, pins, cards, or other objects that will subsequently be handled by the employee, or directly or indirectly contact product.

The plant management has the responsibility to give establishment employees the appropriate training in proper food handling techniques and food protection principles and shall be cognizant of the danger of poor personal hygiene and unsanitary practices.

Labeling Overview

It is the responsibility of the Meat and Poultry Inspection program to assure the consuming public that all products are properly packaged, identified, and are not misleading or deceptive with respect to content, ingredients, marking, labeling, and packaging. It is normal for consumers to expect that any product bearing the mark of inspection is from healthy animals; is free from adulteration; and is clean, wholesome, and truthfully labeled.

Label Responsibilities

Each inspected establishment has the responsibility to produce products that are properly packaged and identified and are not misleading or deceptive in content, ingredients, marking, labeling or packaging. Establishments should work in conjunction with the Inspector-in-charge (IIC) to accurately submit a label sketch for approval. Care should be taken to ensure that the printing, colors and materials do not cause any adulteration of product or give a false impression.

Producers or individuals wanting to direct market products have two labeling options. First, they may work with an establishment and the IIC to create a *private label*. This would be a label that would identify the product, producer, and establishment. These labels may be owned by the individual or producer but must be kept secured by the establishment and applied under inspection. The second option is to use the existing labels already approved for the establishment that is producing their product.

Labeling Terms

An *official mark* is the inspection, or any symbol prescribed in the regulations to identify the status of the product.

A *label* is a display of written, printed, or graphic matter upon the immediate container (not including package liners) of any article. The official mark of inspection (the inspection legend) is required and is one of the required features that must appear on the label.

Labeling means all labels and other written, printed, or graphic matter (1) upon any article or any of its containers or wrappers, or (2) accompanying such articles. Official marks and other markings are considered labeling.

Principal display panel is that part of the label most likely to be displayed, presented, shown, or examined under customary conditions of display for sale.

Sketch. A sketch indicates the proposed setup, wording and required information of the labeling. Sketches may be hand-drawn, computer generated, or any other reasonable facsimiles that clearly reflect and project the final version of the labeling.

Final. Once a sketch has been approved, the establishment has the authority to print a final copy of the label. This final copy is then submitted, providing it matches the sketch, and will be approved for use on the intended product.

Required Features of a Label

Name of product. If a product claims to be or is represented as a product for which a definition and standard of identity or composition exists, it shall be the name of the product specified in the standard, for example, ground beef or frankfurters. If no standard exists, the product name shall be the common or usual name of the food. Product names must be on the principal display panel.

Ingredients statement. If a product is fabricated from two or more ingredients, the word “ingredients” shall be followed by the common or usual names of the ingredients and arranged in descending order of predominance according to the amounts used in product preparation. The ingredient statement must be located on the principal display panel.

Inspection legend and establishment number. Labels of all products produced under inspection and packaged for sale shall show an official inspection legend and the establishment number of the plant in which it was produced. It may be of any size, provided that it is of sufficient size and of such color as to be conspicuously displayed and readily legible. The legend must be located on the principal display panel.

Handling statement. When packaged product requires any special handling to maintain their wholesomeness, they shall have prominently displayed, on the principal panel, a statement such as: Keep Refrigerated, Keep Frozen, Previously Handled Frozen For Your Protection, Refreeze or Keep Refrigerated.

Safe handling instructions. All raw meat and poultry products shall have safe handling instructions prominently placed on the label. The safe handling instructions may be located anywhere on the outside of an immediate container.

Net weight statement. The statement of net quantity of contents shall appear on the principal display panel in a conspicuous and easily legible bold face or type. It will not be misleading or false and will express an accurate

statement of the quantity of the contents exclusive of wrappers and packing materials. The term “Net Weight” or “Net Wt.” refers to contents in terms of weight. “Net Content” refers to fluid measure.

Signature line. The name and place of business of the manufacturer, packer, or distributor for whom the product is prepared shall appear in the required place on the label. This may be shown as “prepared for” or “distributed by.” The place of business shall be shown on the label by city, state, and zip code when the business is listed in a telephone or city directory. If not listed in such a directory, the place of business shall also include the street address. The signature line must be located on the principal display panel.

Organic and Natural Labeling

Labeling for meat and poultry products bearing claims of “certified organic by” or “natural” must be evaluated by labeling authorities in the inspection program prior to its use. Labeling includes any written, printed, or graphic material which is used on the containers or wrapping of meat and poultry products, or that accompanies meat and poultry products at their point of sale.

The term “certified organic by” is to be followed by the name of the certifying entity, and the entire statement may appear anywhere on the label. All words in the claim are to be contiguous and of the same size, style, and color.

Labeling for “certified organic by (certifying entity)” submitted for prior approval is to be accompanied by certification documentation that is to be provided to the meat and poultry producer by the certifying entity. The necessary documentation includes (1) the name of the meat and poultry product, and/or ingredients used, (2) the certifying entity’s name and address, (3) the name and signature of the responsible official at the certifying entity, (4) the date of the certification, and (5) the acknowledgment that the entity (a) has applied criteria in certifying the product and (b) employs a system for evaluating ongoing compliance with its criteria.

The term “natural” may be used along with “animal production claims,” as long as they are truthful statements about how the animals from which meat and poultry products are derived or raised. Examples of animal production claims are “No Hormone Implants Used in Raising,” “Raised Without Added Hormones,” “No Antibiotics Used in Raising,” “Corn Fed,” “Fed An All-Vegetable Diet,” “Raised In An Open Pasture,” and “Free Range.” These statements will be evaluated on the supporting documentation, to ensure the accuracy of the animal production claims, such as producer affidavits and raising protocols.

The term “natural” may be used when products contain no artificial ingredients and are no more than minimally processed.

REGISTRATION OVERVIEW

As stated in the Kansas Meat and Poultry Inspection Act, no person shall engage in business, in or for intrastate commerce, as a meat broker or animal food manufacturer, engage in business in such commerce as a wholesaler of any carcasses, or the parts or products of the carcasses, of any livestock, domestic rabbits or poultry, whether intended for human food or other purposes, or engage in business as a public warehouseman storing any such articles in or for such commerce, without first having registered with the Kansas Secretary of Agriculture. Furthermore, no person shall engage in business or operate a packing house, sausage plant, poultry packing plant, slaughterhouse or poultry dressing plant without registering such person’s name and place of business with the secretary and paying the appropriate registration fee. The registrations expire on December 31st of each year and must be renewed by January 15th of the following year to avoid reinstatement fees.

BUSINESS CLASSIFICATIONS

Broker: A broker buys and sells products without, in most cases, physically taking possession of the article. An example of a broker transaction would be as follows: the broker calls the marketing division of a slaughter facility and purchases 500 pounds of prime beef loin. He then calls his customers and tells them that he has so many pounds of beef loin at so much a pound. If the customer makes a purchase, the broker has the beef loin delivered to the customer without handling the product.

Wholesaler: A wholesaler is any person engaged in the distribution of inspected and passed meat, meat products, poultry or poultry products. Wholesalers may not further process or repackage product. The wholesaler is the distribution level between the manufacturer and the retailer. A wholesale operation differs from a broker transaction in that the wholesaler purchases and takes possession of a product from the manufacturer, makes the sale, and delivers directly to the retail outlet. A wholesaler is a middleman who sells to a retailer but can also sell direct to the ultimate customer. A wholesaler deals with case lots, or consumer-ready packages. Registering as a wholesaler would be one option for persons wishing to direct market meat and poultry products of their own raising. The product would have to be slaughtered and processed with the benefit of inspection at either a state or federal processing facility.

Animal Food Manufacturer: The animal food manufacturer is any person engaged in the business of manufacturing and/or processing animal food derived wholly or in part from carcasses, or parts or products of the carcasses, of livestock, domestic rabbits, or poultry.

SLAUGHTERING AND PROCESSING FACILITIES

There are multiple classifications used for the registration of slaughter and processing facilities. The facility requirements for all the classifications are similar.

- **Small/Seasonal Slaughter Facility:**
 - A small/seasonal is a facility that operates in conjunction with a seasonal supply and/or demand for a product. A small/seasonal facility operates no more than 30 working days per year.
- **Custom Slaughter and/or Processing Facilities:**
 - These are facilities that slaughter livestock and/or poultry for the owners of the animals. The products derived from animals slaughtered and processed in a Custom facility are not allowed to enter into inter or intrastate commerce and are for use only by the owner of the animal, his immediate family, members of his household, employees, or non-paying guests.
- **Inspected Slaughter Facility:**
 - This category is self-explanatory for the most part. Facilities operating under this classification would be involved in the slaughter process and would market animal carcasses.
- **Inspected Processing Facility:**
 - Operations of this type purchase inspected products and further process the raw products into various finished products. There are no inspected slaughter operations conducted at these facilities.
- **Inspected Slaughtering and Processing Facility:**
 - These operations that conduct inspected slaughter and processing. Operations of this type often purchase additional inspected products to further process in addition to processing the animal carcasses yielded by the slaughter operations conducted at the facility.

Registration requirements vary depending on what type of operation or business you have and your intended customers. If you perform multiple activities, you may need more than one registration and/or type of inspection.

Use the following chart to determine what type of operation or business you have, the type of inspection needed, the forms you will need to complete and the annual fees for each.

Whether you are constructing a new facility or purchasing an existing facility, the Kansas Meat and Poultry inspection staff is available to review the state and federal requirements with you and answer any questions you may have. If you plan to purchase an existing facility, our staff is available to walk through with permission of the current owner/operator. Contact the Kansas Meat and Poultry Inspection office for more information at 785-564-6776.

Type Of Operation Or Business	Type Of Inspection Needed	Forms Needed	Annual Fees Jan 1 – Dec 31
Processing meat and poultry products to return only to the owner of the animal	Custom Exempt	Meat and Poultry Registration Application Meat and Poultry Custom Exempt Form	\$25.00
Processing meat and poultry to be sold to other businesses (convenience stores, groceries, bars, etc.) in Kansas	State	Meat and Poultry Registration Application	\$25.00
Processing meat and poultry to be sold to other businesses (convenience stores, groceries, bars, etc.) across state lines	USDA/FSIS	http://www.fsis.usda.gov/	See FSIS
Processing meat and poultry from inspected products and selling them out of the retail store only	Retail Exempt	Division of Food Safety and Lodging	See Division of Food Safety and Lodging
Broker, Animal Food Manufacturer	Annual	Meat and Poultry Registration Application	\$25.00
Seasonal Slaughter Facility, State-Owned Facility at Regent Institutions, Facility at Public Secondary Schools	Depends on operations: Custom Exempt or State	Meat and Poultry Registration Application	\$25.00
Wholesaler or Public Warehouseman	Annual	Meat and Poultry Registration Application Wholesale Supplement Wholesale Guidelines	\$25.00
Poultry Exemption Registration	Exempt	Poultry Exempt Application	No Fees

REGISTRATION REQUIREMENTS FOR MEAT & POULTRY FACILITIES:

Official establishments are permanently located facilities where livestock are slaughtered and/or processed.

Inspected slaughter facilities are where livestock are slaughtered. Products from the carcasses are capable of use as human food and are eligible for sale or distribution within the state. These facilities must be operated in compliance with Sanitation Performance Standards, SSOP, and HACCP regulations.

Inspected processing facilities prepare meat and/or poultry products capable for use as human food for sale or distribution within the state. Products are eligible to bear the mark of inspection. These facilities must be operated in compliance with Sanitation Performance Standards, SSOP, and HACCP regulations. Wild game may be processed provided insanitary conditions are not created. Other meat (amenable livestock) may be added to the wild game provided it is from an inspected source.

Custom slaughter facilities slaughter food animals without inspection as a service for the animal owner. The animals are delivered to the custom slaughter operator by the owner and are intended for consumption by the owner, his/her family, employees, and non-paying guests. The carcasses must be marked "Not for Sale" and identified with the owner's name immediately upon preparation (this means prior to entering the carcass cooler after slaughter). The custom slaughter of dead or dying animals is not allowed. The custom plant must comply with product adulteration, labeling, and record keeping requirements and most Sanitation Performance Standard regulations (water reuse is exempt).

Custom processing facilities process meat as a service for the individual who owns the meat/carcass. The processing is conducted without inspection and all products are intended for consumption by the owner, his/her family, employees, and non-paying guests. The products must be marked "Not for Sale" and the identity of the owner must be maintained with the product until delivered to the owner. The custom plant must comply with product adulteration, labeling, and record keeping requirements and most Sanitation Performance Standard regulations (water reuse is exempt). If custom operations are conducted in an official establishment, all parts of the SSOP regulations apply. Custom facilities processing wild game cannot add meat from amenable species unless it is provided by the owner of the wild game.

Custom processing with a retail exemption is similar to the custom processing facility. In addition to the custom activities, inspected and passed products may be prepared for sale to consumers at retail in normal retail quantities. This operation may sell unlimited amount of "pass through" products. No sales may be made to other retail stores for resale, but limited quantities of single-ingredient product may be sold to Hotel, Restaurant, and Institutions (HRI). This facility type may process wild game and is allowed to add meat from inspected and passed amenable species purchased under its retail exemption.

Retail Food Store is a separate operation under the authority of the Kansas Food Code. Only inspected and passed meat and/or poultry products are allowed (a retail store may not process wild game). This facility type prepares meat and meat food products for retail sale to consumers intended for off premise consumption. Only usual and traditional operations may be conducted which do not include the slaughtering of animals or processing of canned products. Products must be fully labeled, with the exception of the inspection legend, and cannot be sold in excess of normal retail quantities. Limited quantities of single ingredient products may be sold to Hotel, Restaurant, and Institutional (HRI) accounts, but no sale of retail meat products may be made to other retail stores for resale. Unlimited amounts of "pass through" product sales are allowed.

Wild game processors are exempt from inspection requirements provided meat from amenable livestock is not added in amounts which would make the final product amenable.

GENERAL REQUIREMENTS FOR OBTAINING A GRANT OF INSPECTION

1. Management must submit blueprints (3 copies) showing all rooms, equipment, water and sewage lines, drains, etc., and submit a plot plan and specification list.
2. An application for grant of inspection and payment of the appropriate fee must be submitted. (Reg. 304.1)
3. The plant needs to arrange for office space for inspection personnel including desk, chair, and file with a hasp to accommodate the inspection division padlock. The office must be adequately lighted, heated, and cooled. In the case of a slaughter plant, restroom and shower facilities must be available. (Reg. 307.1)
4. The plant needs water and sewer certificates approved by proper authority and issued to the present plant owner.
5. The plant needs an approved employee supervision and training program detailing proper dress, personal hygiene (hand washing, use of hair nets and head coverings, etc.), and proper product handling procedures and techniques, including handling and separation of cooked and uncooked product.
6. The plant needs an approved sanitation program that designates a responsible person in charge, and a list of approved cleaning and sanitizing compounds showing when, where, and how they are to be used. (Plant management must write up and submit to the Inspector-In-Charge an acceptable cleaning procedure for floors, walls, ceiling, and equipment. This is to be placed in the inspection file.)
7. Plant management must establish fixed hours of operation during which inspected meat processing will be conducted. This period must be during normal working hours (a shift will be any continuous eight-hour period Monday through Friday between 6am and 6pm) and prior to uninspected operations (unless a complete cleanup occurs after uninspected operations). Any hours outside of normal working hours must be approved by the Area Veterinarian Supervisor. If other than normal hours are utilized for inspected processing and/or inspected slaughter, then the plant will be billed overtime charges. (Reg. 307.4)
 - a. (K.A.R. 4-16-7a)
8. All equipment must be easily cleaned, rust resistant, USDA approved (listed in current MPI-2), or approved by the Meat Program Administrator. Grandfathered equipment loses exemption upon change of ownership.
9. An approved pest control program is required.
 - a. need letter from an exterminator stating what insecticide is being used and where
 - i. it is being used
 - b. need copies of labels from the insecticides that are used
 - c. need proper rodent control and documentation
 - d. need to designate a responsible person in charge to maintain a weekly record of any pests found which should also show the appropriate follow-up

- e. all pest control products and devices must be listed and approved by inspection personnel
 - f. Use Labels must be provided for each product showing where, when, and how it is used within the plant
10. The plant needs approved labels for all products produced in the plant, and a formulation and ingredient list for each product.
 11. Letters of guaranty must be obtained by plant management for products such as wrapping paper, netting, seasonings, cure mixes, etc., and for any cleaning compound not listed in the chemicals compound book.
 12. Only approved cleaning compounds will be allowed for use in the plant.
 13. A designated Returned/Retained area is required.
 14. Dry storage supplies must be up on racks at least 12" off floor. Food and food contact products (seasonings, spices, wrapping paper) must be stored separate from non-food products such as paint, paint remover, smokehouse cleaners, Clorox, etc.
 15. Restrooms must have self-closing doors, an exhaust fan that is wired to the light switch, and they must not open directly into the food processing area.
 16. Any additional records and/or programs may be required as deemed necessary by inspection personnel that are pertinent for any unusual or new operational procedure or product produced by the plant.

The above requirements are in addition to the specific items identified on the official establishment review.

KANSAS DEPARTMENT OF AGRICULTURE MEAT & POULTRY INSPECTION		ESTABLISHMENT NAME AND ADDRESS			EST. NO.	DATE OF SURVEY
					REVIEWER	
NEW APPLICATION SURVEY		ESTABLISHMENT PHONE			SUB AREA	
Inspected Establishment	<input type="checkbox"/>					
Curtis Exempt	<input type="checkbox"/>					
Custom Exempt	<input type="checkbox"/>	TYPE OF INSPECTION		TYPE OF APPLICATION		DATE READY FOR SERVICE
Retail Exemption	<input type="checkbox"/>					
INSTRUCTIONS: Check applicable box (es) below. This review is valid for one calendar year from the above date.		<input type="checkbox"/> Meat	<input type="checkbox"/> Slaughter	<input type="checkbox"/> New		
		<input type="checkbox"/> Poultry	<input type="checkbox"/> Processing	<input type="checkbox"/> Change of Ownership		
FACILITY REQUIREMENTS			Acceptable	Unacceptable	Not Applicable	COMMENTS
A. REQUIRED SSOP DOCUMENTS						
1. Written SSOP for Pre-operational Sanitation	416.12(a)(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Written SSOP for Operational Sanitation	416.12(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Identified SSOP records	416.16(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Signature and date by responsible authority	416.12(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Frequency of Procedures & Responsible Employee	416.12(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
B. REQUIRED HACCP DOCUMENTS						
6. Written HACCP plan for each product	417.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Contents of HACCP include flow chart, food safety hazard analysis, critical control points, critical limits, monitoring procedures, verification procedures and corrective actions	417.2(a)(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Identified HACCP record keeping system	417.2(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Signature and date by responsible authority	417.2(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C. CERTIFICATION DOCUMENTS						
10. Water potability certification	416.2(g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Sewage certification	416.2(f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Other certification (inedible)	325.11(e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Scale certification	317.21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
D. MARKS OF INSPECTION						
14. Labels	317	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15. Brands	312.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

FACILITY REQUIREMENTS		A	U	NA	COMMENTS
E. BUILDING CONSTRUCTION					
16. Separation of official & non-official establishment	305.2(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Separation from living quarters	305.2(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Facilities for Program Employees – include secured locker, desk, chair, light, heat, janitorial services and phone access	307.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Grounds and pest control	416.2(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Buildings, structures and rooms in good repair and sufficient size	416.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Finish on Walls	416.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Finish on Floors	416.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Finish on Ceilings	416.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Outside openings to prevent entrance of vermin	416.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Separation of edible product from inedible product	416.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Adequate lighting	416.2(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Adequate ventilation	416.2(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Adequate water supply, temperature and distribution /Solution reuse	416.2(g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Adequate floor drainage	416.2(e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Plumbing to prevent back-flow, cross-connections and backup of sewer gasses	416.2(e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Sewage disposal separate from drainage line	416.2(f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. FACILITIES AND EQUIPMENT					
WELFARE FACILITIES					
32. Dressing rooms and toilets	416.2(h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Lavatories and refuse receptacles	416.2(h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ANTE MORTEM					
34. Antemortem pens, ramps, alleys and runways	307.2(a) 313.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Antemortem facilities and lighting	307.2(a)(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Suspect pen facilities and lighting	307.2(a)(b) 313.1(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Safe and humane animal handling facilities	313.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Antemortem inspection kit	307.2(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FACILITY REQUIREMENTS		A	U	NA	COMMENTS
POST MORTEM					
39. Postmortem facilities – adequate space, flow and safety	416.2(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Postmortem facilities – stunning area	313.16(b) 313.30(b) 416.2(b) 313.15(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Postmortem facilities – adequate hand washing and utensil sanitizing	307.2(f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Equipment and utensils	416.3(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Required inspection areas, equipment and lighting	307.2(c)(d) (g)(h)(m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Condemned/inedible handling and denaturing	307.2(i) 416.3(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. Inedible equipment, trucks and receptacles	307.2(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Retained carcass facilities	307.2(h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROCESSING					
48. Sanitary operations – food contact surfaces	416.4(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49. Sanitary operations – non-food contact surfaces	416.4(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50. Sanitary operations – chemical use and storage	416.4(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51. Sanitary operations – product handling	416.4(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52. Dry storage area	416.4(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53. Adequate hand washing facility	416.2(h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54. Storage temperature of products	KAR 4-16-252	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55. Equipment and utensils	416.3(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56. Condemned/inedible handling and denaturing	307.2 314.1,2,3 416.3(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. Returned/retained product area	307.2(h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Custom Exempt/Retail Exempt	303.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTES:

RETAIL STORES

K.S.A. 65-6a31 (a)(2)

The provisions of this act shall not apply to any person operating a retail store or similar retail type business who prepares only inspected and passed carcasses, parts thereof, meat food products or poultry products for sale to consumers at retail in normal retail quantities; or prepares inspected carcasses, parts thereof, meat food products or poultry products, owned by the consumer and prepared for such consumer's consumption or the consumption of such consumer's household members, nonpaying guests and employees.

303.1(d)(1)

The requirements of the Act and the regulations in this subchapter for inspection of the preparation of products do not apply to operations of types traditionally and usually conducted at retail stores and restaurants, when conducted at any retail store or restaurant or similar retail-type establishment for sale in normal retail quantities or service of such articles to consumers at such establishments.

303.1(d)(2)(i)

Operations of types traditionally and usually conducted at retail stores and restaurants are the following:

- (a) Cutting up, slicing, and trimming carcasses, halves, quarters, or wholesale cuts into retail cuts such as steaks, chops, and roasts, and freezing such cuts;
- (b) Grinding and freezing products made from meat;
- (c) Curing, cooking, smoking, rendering or refining of livestock fat, or other preparation of products, except slaughtering or the retort processing of canned products;
- (d) Breaking bulk shipments of products;
- (e) Wrapping or rewrapping products.

303.1(d)(2)(ii)

Any quantity or product purchased by a consumer from a particular retail supplier shall be deemed to be a normal retail quantity if the quantity so purchased does not in the aggregate exceed one-half carcass. The following amounts of product will be accepted as representing one-half carcass of the species identified:

Cattle	300 lbs
Calves	37.5 lbs
Sheep	27.5 lbs
Swine	100 lbs
Goat	25 lbs

303.1(d)(2)(iii)

A retail store is any place of business where:

- (a) The sales of product are made to consumers only;
- (b) At least 75 percent, in terms of dollar value, of total sales of product represents sales to household consumers and the total dollar value of sales of product to consumers other than household consumers does not exceed \$33,000 per calendar year.
- (c) Only federally or State inspected and passed product is handled or used in the preparation of any product;
- (d) No sale of product is made in excess of normal retail quantities;

- (e) The preparation of products for sale to household consumers is limited to traditional and usual operations as defined in paragraph (d)(2)(i) of this section;
- (f) The preparation of products for sale to other than household consumers is limited to traditional and usual operations as defined in paragraph (d)(2)(i) *(a) Cutting up, slicing ... freezing, (b) Grinding and freezing, (d) Breaking bulk shipments, and (e) Wrapping or rewrapping* of this section.

Note: Curing, cooking, smoking, rendering or other preparation (manufacture of multi-ingredient products) is not allowed.

303.1(d)(2)(iv)

A restaurant is any establishment where product is prepared only for sale or service in meals, or as entrees, directly to individual consumers at such establishments; only federally or State inspected and passed product or such product prepared at a retail store exempted under paragraph (d)(2)(iii) of this section is handled or used in the preparation of any product; no sale of product is made in excess of a normal retail quantity as defined in paragraph (d)(2)(ii) of this section; and the preparation of product is limited to traditional and usual operations as defined in paragraph (d)(2)(i) of this section. This definition includes a caterer which delivers or serves product in meals, or as entrees, only to individual consumers and otherwise meets the requirements of this paragraph.

303.1(d)(2)(v)

Similar retail-type establishment: Any establishment which is a combination retail store and restaurant; any delicatessen which meets the requirements for a retail store or restaurant as prescribed in paragraphs (d)(2) (iii) or (iv) of this section; or other establishment as determined by the Administrator in specific cases.

303.1(d)(2)(vi)

Consumer: Any household consumer, hotel, restaurant, or similar institution as determined by the Administrator in specific cases.

303.1(f)

The adulteration and misbranding provisions of the Act and the regulations in this subchapter, other than the requirement of the official inspection legend, apply to articles which are exempted from inspection or not required to be inspected under this section. This includes the requirement that any pork and any product containing pork be prepared only in compliance with any applicable requirement for the destruction of trichina as provided in § 318.10 of this subchapter.

303.1(g)

The Administrator may extend the requirements of titles I and IV of the Act to any establishment if he determines that it is producing adulterated products which would clearly endanger the public health.

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314-333-6213

BD Food Safety Consultants
815-641-6404

AB King Associates
888-244-4554

GFSC Group
877-576-3174

Dr. Karim Kone, Food Safety Auditing
630-796-1560

EHA Consulting Group
800-969-1441

HACCP and Food Safety Help for Small Meat and Food Processing Operations

Providing assistance and training for processors in Kansas, Missouri, Nebraska, and South Dakota

A joint University Extension and USDA project has been created to assist food processors with HACCP and food safety problems in Kansas, Missouri, Nebraska, and South Dakota. Contact us for help:

Scheduling and Information

Kansas and Missouri Processors Contact:

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Nebraska and South Dakota Processors Contact:

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Additional HACCP Resources

FSIS Technical Service Center Hotline
1-800-233-3935 ext. 2
or 402-221-7400
Fax: (402) 221-7438
haccp.hotline@usda.gov

USDA Meat and Poultry Hotline
1-800-535-4555